

## **Agenda**

- I. **Call to Order**
- II. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to [mdegennaro@woodbridgeps.org](mailto:mdegennaro@woodbridgeps.org)***
- III. **Policies for Review**
  - A. 6115 School Ceremonies and Observances
  - B. 6140 Curriculum
  - C. 6141.312 Migrant Students
  - D. 6141.321 Internet Acceptable Use
  - E. 6141.322 District/school/Staff/Student Publications (Recodify to 6145.3)
  - F. 6141.323 Internet Acceptable Use: Filtering
  - G. 6141.326 Social Media
  - H. 6142.10 Physical Exercise and Discipline of Students (Recodify from 5144.4)
- IV. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to [mdegennaro@woodbridgeps.org](mailto:mdegennaro@woodbridgeps.org)***
- V. **Adjourn**

*Existing mandated policy, number 6115 adopted 5/20/14, appropriate as written.*

## **Instruction**

### **School Ceremonies and Observances**

The Board directs that the administration provide students and staff with appropriate direction and guidance regarding school ceremonies and observances.

#### **United States Flag**

The American Flag shall be raised above Beecher Road School during all school sessions, weather permitting. The Flag shall be raised before the opening of school and taken down at its close every day.

The American Flag shall be displayed in each classroom each day school is in session.

*The Superintendent has the authority to direct display of the flag at other times. In accordance with CT General Statute 10-230, an executive official of any municipality is authorized to direct the Board to display the flag at half-mast when flags are half-mast on other municipal buildings.*

#### **Pledge of Allegiance**

The Board further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day, preferably during the time of morning opening exercises.

In accordance with Connecticut Statute the intent of this policy shall not be construed to require any person to recite the "Pledge of Allegiance". If because of family belief or personal philosophy a parent(s) or guardian has made the decision not to salute the flag or participate in similar such activities of this nature, a student will be permitted to remain silent. Students may wish to use this period of time to reflect on personal belief or to remember loved ones.

In any event, we must all be courteous and respectful of the beliefs of others.

#### **Silent Meditation**

The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Legal Reference: Connecticut General Statutes  
10-16a Silent meditation  
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations  
10-230 Flags for schoolrooms and schools  
PA 02-119, An act concerning bullying behavior in schools and concerning the pledge of allegiance

Policy adopted: **May 20, 2014**

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing policy adopted 5/20/14, while appropriate as written, a CAFE sample follows for comparison and review.*

## **Instruction**

### **Curriculum**

The curricula of our schools shall be in compliance with the Board of Education's adopted goals and legal requirements.

Curriculum development by the certified staff shall be guided by the requirements of the Board:

1. To ensure that the district has a clearly identifiable curriculum that is well coordinated from Kindergarten through Grade 6; and with receiving Junior High Schools of the Regional District.
2. To ensure that the District offers an instructional program that is consistent with its education and curriculum philosophy and communicated to parents and staff.
3. To establish and follow procedures for a five (5) year cycle of review to maintain curriculum that is current, and that addresses the latest research recommendations, national studies of best practice, and state expectations as described in the Connecticut Curriculum Frameworks.
4. To identify and provide for staff training needs, curriculum materials, instructional resources and other necessary support conditions to assist teachers in the successful implementation of program.
5. To continually update curriculum materials on a cycle that prevents school system resources from becoming outdated and that supports budgeting for new instructional materials in a timely manner.
6. To evaluate student learning both quantitatively and qualitatively.
7. To evaluate the potential needs for curriculum or program changes to improve learning on an annual basis.

Curriculum development will be guided by actual studies and information concerning the needs of Woodbridge students reflecting:

1. Programs to address the range of abilities, aptitudes and interests of children.
2. Multicultural and global perspectives of the world in which we live.

The Board of Education expects that the administration and staff will coordinate courses of study and syllabi effectively to avoid unnecessary duplication of work among various grade levels.

## **Instruction**

### **Curriculum** (continued)

Procedures for the collection and management of student achievement data as a source of information about student performance will be implemented and maintained.

The Board of Education will receive curriculum status reports on a regular basis. It reserves the responsibility for establishing and approving all curricula for the school district prior to implementation. Teachers will teach within the approved curricula.

Legal Reference:        Connecticut General Statutes  
                                 10-15 Towns to Maintain Schools. Prescribed courses of study.  
                                 10-15c Discrimination in public schools prohibited.  
                                 10-16b Prescribed courses of study.  
                                 10-18 Courses in United States History, Government and Duties and  
                                 Responsibilities of Citizenship.  
                                 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.  
                                 10-220 Duties of boards of education as amended by PA 08-153.

*A sample policy to consider.*

## **Instruction**

### **Curriculum**

In accordance with state statutes, the prescribed course of study shall include at least the following subject matter:

1. The arts, including dance, music, art and theater;
2. Career education;
3. Consumer education and personal financial management and financial literacy;
4. Health and safety, including, but not limited to, human growth and development; nutrition; first aid, including CPR training; disease prevention and cancer awareness, including age and developmentally-appropriate instruction in performing self-examinations for screening breast and testicular cancer; community and consumer health, physical mental and emotional health, including youth suicide prevention, substance abuse prevention including opioid use and related disorders; safety, including the use of social media, and may include the dangers of gang membership; and accident prevention;
5. Language arts, including reading, writing, grammar, speaking and spelling;
6. Mathematics;
7. Physical education;
8. Science, which may include the climate change curriculum;
9. Social studies, including citizenship, economics, geography, government, history, and Holocaust and genocide education and awareness and Asian American and Pacific Islander (AAPI) Studies (effective 2025-2026 school year);
10. African-American and Black Studies;
11. Puerto Rican and Latino Studies;
12. Native American Studies (*effective 2023-2024 school year*);
13. Computer programming instruction; and
14. At least on the secondary level, one or more world languages and vocational education.

The curriculum development/revision process will be conducted by a District Curriculum Committee that has the responsibility to recommend, develop, review, and approve all curriculum for the District and said curriculum shall be subject to the approval of the Board of Education.

The Board of Education reserves the responsibility for establishing and approving curricula for the school district. Teachers shall teach within the approved curricula. (*Alternative language:* The Board of Education has responsibility and authority for the district's curriculum, subject to any limits specified by the State.)

## **Instruction**

### **Curriculum**

The Board of Education in establishing and approving curricula for the school district will give due consideration to the possible adoption and use of the model curriculum for grades K-8 developed by the Connecticut State Department of Education in collaboration with the State Education Resource Center (SERC) upon its availability. Such consideration shall be based upon the recommendation of the District Curriculum Committee.

(cf. 6121 - Nondiscrimination: Instructional Program)

#### **Legal Reference:**

##### **Connecticut General Statutes**

10-16b Prescribed courses of study, as amended by PA 08-153, PA 21-2 JSS, Sections 374, 375, 376.

10-16c et seq. re Family life education.

10-17 English language to be medium of instruction.

10-17 et seq. re Bilingual instruction.

10-18 Courses in United States history, government and duties and responsibilities of citizenship.

10-18a Contents of textbooks and other general instructional materials.

10-18 bet seq. re Firearms safety programs.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Evaluation of programs by alcohol and drug abuse commission and department of education.

10-19a et seq. re Substance abuse prevention team.

10-24 Course in motor vehicle operation and highway safety.

10-21 et seq. re Vocational education and cooperation with business.

10-220 Duties of boards of education as amended by PA 08-153.

10-221a High School graduation requirements.

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School

#### **Policy adopted:**

rev 7/22

rev 5/24

*Existing mandated policy adopted 5/20/14. An updated CAFE sample follows for comparison.*

## **Instruction**

### **Migrant Students**

The Superintendent will develop and implement a program to address the needs of migrant children in the District. This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

### **Migrant Education Program for Parent(s)/Guardian(s) Involvement**

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Legal Reference: ~~No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq., 34 C.F.R. §200.40 – 200.45~~

Federal Register – July 29, 2008 – final Rule 34 C.F.R. Part 2000

Policy adopted: May 20, 2014

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*This policy is mandatory for districts that receive Title I funds.  
The Every Student Succeeds Act amended ESEA and imposed requirements on state agencies dispersing funds for Title I programs. Most of the requirements are directed to state agencies. However, local districts receiving money for these programs will be held to many of the same requirements by the State.*

## **Instruction**

### **Migrant Students**

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health, nutrition and social needs.
2. Provide to the extent feasible a full range of services that will provide migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

In providing services, priority shall be given to migratory children who have made a qualifying move within the previous one year period and who are failing, or most at risk of failing, to meet the challenging State academic standards or who have dropped out of school.

### **Migrant Education Program for Parent(s)/Guardian(s) Involvement**

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

### **Migratory Child/Student Definition**

- A.** A “migratory child” means a child who:
- (1) is a migratory agricultural worker or a migratory fisher; or
  - (2) in the preceding 36 months, in order to accompany a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher –
    - (i) Has moved from one school district to another;
    - (ii) As the child of a migratory fisher, resides in a school district or more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence.

## Instruction

### Migrant Students

#### Migratory Child/Student Definition (continued)

- B. Qualifying Move** means a move from one residence to another residence that occurs due to economic necessity and from one school district to another school district.
- C. Migratory Agricultural Worker** means a person has moved from one school district to another in order to obtain temporary employment or seasonal employment in agricultural work, including dairy work.
- D. Migratory Fisher** means a person who, in the preceding 36 months has moved from one district or another in order to obtain temporary employment or seasonal employment in fishing work.

Legal Reference: Federal Register – July 29, 2008 – Final Rule  
34 C.F.R. Part 2000

P.L. 114-95, Every Student Succeeds Act §1301 et seq., U.S.C. 20 6391

Policy adopted:

cps 1/03  
rev 8/08  
rev 5/17

**Programs for Migrant Students - Family Interview Form**

*To be completed by Building Principal or designee: (please print)*

Child 1 Name	Birth Date	Grade	School
Child 2 Name	Birth Date	Grade	School
Child 3 Name	Birth Date	Grade	School

Name of Parent/Guardian	Language(s)
Telephone Number or other contact information	Today's Date

**Needs Assessment**

*Please check response*

1. Do any of your children have health problems that interfere with their ability to learn? Explain:  Yes  No \_\_\_\_\_

2. In what areas might your child(ren) need additional help in school?

	Reading	Math	Language	Other (specify)
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Are your child(rens)' immunizations up to date?  Yes  No  Don't know

4. Do you have immunization records?  Yes  No  Don't know

5. Have you established a source of primary healthcare?  Yes  No  Don't know

If not, would you be interested in information on primary healthcare?  Yes  No  Don't know

**Resources and Referrals**

*Please circle/check response*

1. Would you be interested in information on:

- |                     |                              |                             |                                   |
|---------------------|------------------------------|-----------------------------|-----------------------------------|
| Head Start          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| District Preschool  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| Parents as Teachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| GED/ESL Classes     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |

2. Would you be interested in information on:

- |                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Public/County Health Dept.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Division of Family Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. May we share your name and address with these agencies?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

4. When is the best time to reach you at home?

- |                             |                             |
|-----------------------------|-----------------------------|
| <input type="checkbox"/> AM | <input type="checkbox"/> PM |
|-----------------------------|-----------------------------|

Days of the week:

- |                                 |                                  |                                    |                                   |                                 |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|

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Name of Person Completing Form

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Name of Person Being Interviewed and  
His/Her Relationship to Family/Children

*Existing policy, adopted 5/26/20, appropriate as written.*

## **Instruction**

### **Internet Acceptable Use**

#### **Introduction**

It is the policy of the Woodbridge School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Woodbridge School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Supervision and Monitoring**

It shall be the responsibility of all members of the Woodbridge School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

## **Instruction**

### **Internet Acceptable Use**

#### **Supervision and Monitoring** (continued)

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his/her designee.

#### **Telecommunications/Internet - Acceptable Use**

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is, therefore, imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state and federal laws.

#### **Guidelines for General Use**

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any electronic accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
3. All users should respect the privacy of communications and information belonging to other individuals.
4. Any use of the district's computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the law. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.

## **Instruction**

### **Internet Acceptable Use**

#### **Guidelines for General Use (continued)**

5. Any use of telecommunication opportunities for commercial purposes financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.
6. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
7. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services or district networks and any other appropriate disciplinary action. All use must be consistent with other Woodbridge Board of Education policies such as Communications - 1002; - Political Activities - 1311; Distribution of Information - 1325; Community Relations - 1330; 5148 - Electronic Information/Technology Media and 6141.322 District/School/Staff/Student Web Sites and Pages as well as all applicable laws.

The Superintendent shall identify an administrator(s) as the “District Internet Administrator(s)” who will have responsibility for implementing this policy, establishing procedures and supervising access privileges.

#### **Guidelines for Student Use**

Student use of electronic services is considered to be a privilege. Students at the elementary level may use telecommunications or the Internet only when supervised by a teacher or teacher aide. Guidelines for the use of electronic services by students through Grade 3 will be developed by the Principal(s).

Students in Grades 2-6 who wish to use electronic services and networks that are available to them may do so provided that they:

1. Read, agree to, and sign the Acceptable Use Policy.
2. Obtain the signature of one parent/guardian on the Acceptable Use Policy form.
3. Have the classroom teacher sign the Acceptable Use Policy form.
4. Submit the completed form to the classroom teacher.
5. Any parent or student who wishes to appeal any decision relative to the Acceptable Use Policy should contact the Principal.

## **Instruction**

### **Internet Acceptable Use (continued)**

#### **Filtering**

The Woodbridge School District is fortunate to have access to the Internet. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

The Board of Education provides computers, computer systems, software, electronic access and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are provided exclusively for school related use. The system may be used for personal communications only to a limited extent, which does not interfere with statues and/or other policies governing employment of the district.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software, electronic access, and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy must also be signed by the student's parent or guardian.
3. In compliance with this policy, a system to filter out Internet sites.
4. Network performance monitoring

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- a. Educating students to be safe and responsible users of electronic communications and resources.
- b. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material.
- c. Using "Acceptable Use Policy Agreements."
- d. Appropriate supervision, both in person and electronically.

## Instruction

### Internet Acceptable Use

#### Filtering (continued)

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized to (1) block pre-selected sites, (2) block by content, (3) block entire categories like chat and newsgroups and (4) allow a pre-selected list of approved sites.

(cf. 5148 – Electronic Information/Technology/Media)

(cf. 6141.321 – Acceptable Use of the Internet)

(cf. 6141.322 – Websites/Pages)

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student's records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents.  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).  
Dept. of Education, 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act).  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
*Reno v. ACLU*, 521 U.S. 844(1997)  
*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)  
*Board of Education v. Pico*, 457 U.S. 868(1988)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted: May 26, 2020

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing regulation, approved 5/26/20, appropriate as written.*

## **Instruction**

### **Internet Acceptable Use**

#### **Filtering – Regulations**

When minors are using the Internet, access to visual depictions that are obscene, child pornography, or harmful to minors must be blocked or filtered. When adults are using the Internet, only material which is obscene or child pornography must be filtered or blocked.

#### **Definitions**

1. Obscene is to be determined by the following test:
  - a. Whether the average person, applying contemporary community standards, would find the work, taken as whole, appeals to the prurient interest.
  - b. Whether the work depicts sexual conduct in a patently offensive way.
  - c. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
  
2. Child Pornography, as defined in 18 U.S.C. 2256 means any visual depiction, including any photograph, film, video, picture, computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
  - b. Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
  - c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
  - d. Such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
  
3. Material “Harmful to Minors” is any picture, graphic image file or other visual depiction that:
  - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

## **Instruction**

### **Internet Acceptable Use (continued)**

#### **Criteria for Filtering of Objectionable Sites**

Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

#### **1. Nudity/Pornography**

- a. Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- b. Provocative semi-nudity (e.g., lingerie models)
- c. Sites which contain pornography or links to pornographic sites
- d. Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

#### **2. Sexuality**

- a. Sites which contain material of a mature level (elementary/middle school levels)
- b. Images or descriptions of sexual aids
- c. Descriptions of sexual acts or techniques
- d. Sites which contain inappropriate personal ads

#### **3. Violence**

- a. Sites which promote violence
- b. Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- c. Graphic autopsy or crime-scene images

#### **4. Crime**

- a. Information of performing criminal acts (e.g., drug or bomb making, computer "hacking")
- b. Illegal file archives (e.g., software piracy)

#### **5. Drug Use**

- a. Sites which promote the use of illegal drugs
- b. Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- c. Exceptions: Material with valid educational use (e.g., drug-use statistics)

#### **6. Tastelessness**

- a. Images or descriptions of excretory acts (e.g., vomiting, urinating)
- b. Graphic medical images outside of a medical context
- c. Exception: Graphic medical images within a medical context

## **Instruction**

### **Internet Acceptable Use**

#### **Criteria for Filtering of Objectionable Sites (continued)**

##### **7. Language/Profanity**

- a. Passages/Words too coarse to be softened by the word filter
- b. Profanity within images/sounds/multimedia files
- c. Adult humor (e.g., sexually or racially tinged)

**NOTE:** The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

##### **8. Discrimination/Intolerance**

- a. Material advocating discrimination (e.g., racial or religious intolerance)
- b. Sites which promote intolerance, hate, or discrimination

##### **9. Interactive Mail/Chat**

- a. Sites which contain or allow inappropriate e-mail correspondence
- b. Sites which contain or allow inappropriate chat areas

##### **10. Gambling**

- a. Sites which allow or promote online gambling

##### **11. Weapons**

- a. Sites which promote illegal weapons
- b. Sites which promote the use of illegal weapons

##### **12. Other Inappropriate Material**

- a. Body modification: tattooing, branding, cutting, etc.

##### **13. Judgment Calls**

- a. Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

### **Procedures For Suggesting Site Be Blocked or Unblocked**

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

### **Disabling Blocking/Filtering Devices**

The technology protection measures used to block or filter a site may be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

## Instruction

### Internet Acceptable Use

Legal Reference: Connecticut General Statutes  
1-210(b)(11), (17) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student's records.  
46b-56 (e) Access to Records of Minors.  
Office of the Public Records Administrator, Retention Schedule M8-  
Education Records Revised 2/2005, available at  
<http://www.ctstatelibrary.org/sites/default/files/publicrecords/M8.pdf>  
Federal Law  
Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.  
1231g.).  
USA Patriot Act of 2001, Pub.L. 107-56.  
No Child Left Behind Act of 2001, Pub.L.No. 107-110.  
34CFR 99.11-99.67 (as amended)  
34 CFR 300.560-300.576.  
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554).  
Communications Act of 1934. as amended (47 U.S.C. 254[h],[I]).  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

*Existing policy 6141.322 adopted 5/21/19, should be codified as 6145.3. A CABA sample follows for comparison.*

## **Instruction**

### **District/School/Staff/Student Publications**

To enhance communication with students, parents/guardians, staff, community members, the public at-large and to foster creativity, the Board of Education encourages the development and ongoing maintenance of district and school publications on the Internet. All publications shall support the educational vision of the district and shall be consistent with the District's plans for communications and media relations.

The Board of Education encourages the administration and staff to create and maintain publications for the district and individual schools for educational purposes. These publications shall serve as avenues for educating the community, providing information about our schools and communicating with the extended school community. District and individual school publications shall be used to share information relating to the schools and the district mission. These publications may also provide instructional resources for staff and students. Content published should be of professional quality and consistent with the educational mission of the school system.

The Superintendent shall develop guidelines regarding the content of district and school publications, which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulations. All published content must comply with these guidelines.

The District may develop publications through a variety of methods using a variety of services. These policies and regulations apply to such publications.

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

### **District Publications**

District publications provide a resource for obtaining information about the district and for informing patrons about instructional program, activities and Board policies. Requests for publication of information on the district site should be directed to the Building Principal and/or Superintendent. Personal information, not related to education, will not be permitted.

### **School Publications**

A school site provides unique and ever-changing ways to interact with the community and improve student learning. School publications:

1. Allow an individual school to provide current and complete information to its community at large.
2. Give the community a means to communicate effectively with students and personnel.

## **Instruction**

### **District/School/Staff/Student Publications**

#### **School Publications** (continued)

3. Create expanded means for student expression.
4. Provide new avenues for teachers to help students meet high standards of performance.

All school web publications shall conform to this policy and its accompanying regulations. The primary purpose of a schools' publications is to communicate effectively with its community. The Principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information. A school may elect to have its publications serve additional purposes related to its educational mission.

When a school allows student publications on the Internet, the purpose of including such publications shall be clearly identified. These publications shall be consistent with the mission, goals, policies, programs and activities of the district. All publications shall meet established district and school requirements related to student publications and in accordance with state and federal law related to student expression.

#### **Staff Digital Publications**

Staff may use digital media to implement curriculum goals, to provide instructional resources for other staff members and to facilitate learning. This use of digital media must reflect the educational goals and objectives of the district. Staff may not utilize publications sponsored or supported by the Woodbridge Board of Education for personal use or for proprietary gain.

Use of District publications by staff members shall comply with all rules and regulations promulgated by the school administration.

#### **Content**

The Superintendent or designee shall ensure that publication content protects the privacy rights of students, parents/guardians, Board members and other individuals. The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school publications. The Superintendent or designee may establish standards for the design of the district and school publications in order to maintain a consistent identity, professional appearance and ease of use.

No personal information about students or their parents/guardians, including telephone numbers, home addresses or e-mail addresses shall be published on a district or school site. Student directory information shall not be published on school or district publications.

All publication of student pictures or works shall follow the guidelines included in this policy.

## **Instruction**

### **District/School/Staff/Student Publications**

#### **Content** (continued)

District and school publications shall not include content which is obscene, libelous or slanderous or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violating school rules or substantially disrupting the school's orderly operation.

The Superintendent or his/her designee shall develop and implement regulations which set forth that the District publications may only be used for educational and non-commercial purposes, and that the Board of Education has no responsibility or liability for any damages resulting from the use of the publications.

*Existing regulation 6141.322 approved 5/21/19, should be codified as 6145.3. A CABE sample follows for comparison.*

## **Instruction**

### **District/School/Staff/Student Digital Publications – Regulations**

All digitally published materials must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District’s guidelines, goals and policies.

All work should be free of any spelling or grammatical errors.

Prohibited uses, include but are not limited to:

- Advertising for commercial purposes and/or products.
- Campaigning related to issues, individuals and/or groups.
- Documents that violate an individuals’ right to privacy or access the materials, information or files of another individual or organization without permission.
- Documents containing objectionable material, point directly to objectionable material or violate District policy. Objectionable material may be determined on a case-by-case basis by the building administrator.
- Spreading computer viruses or deliberately attempting to vandalize, damage, disable or disrupt the property of the district, another individual, organization or the network or any effort to locate, receive, transmit, store or print files or messages that are profane, obscene, sexually explicit or use language that is offensive or degrading to others.
- Violating copyright laws.

The Woodbridge School District reserves the right to remove any digital publication that violates district policy.

All links to non-district publications must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District’s guidelines, goals and policies.

Staff may not use district publications to provide access to their personal pages on other servers or online services.

The following language will be included on each school site:

The Woodbridge Board of Education maintains this site to provide relevant information concerning the Woodbridge Public Schools. The Woodbridge Board of Education is not liable for any direct, incidental, consequential, indirect or punitive damages arising out of access to or use of this site. The Woodbridge Board of Education also assumes no responsibility and shall not be held liable for any damages to or viruses that may infect computer equipment or other property as a result of using, browsing or downloading any materials, data, images or text from this site or any publications linked to this site.

## **Instruction**

### **District/School/Staff/Student Digital Publications – Regulations (continued)**

This site may provide links to other publications that may not be maintained by the Woodbridge Board of Education. The Woodbridge Board of Education does not make any warranty, express or implied, with respect to the use of the links provided or guarantee the accuracy, completeness, usefulness or adequacy of any resources, information, apparatus, product or process available at or from this site. Accordingly, the Woodbridge Board of Education is not responsible for the contents of any off-site pages or any other publications linked from this site. Linking to off-site pages or publications is at your own risk.

### **Copyright Guidelines**

As an educational institution, we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students and schools. In general terms, teachers, students and schools are allowed to make “fair use” of materials for instructional purposes. “Fair use” has been interpreted to include those limited uses which are not likely to deprive a publisher or author from income.

“Fair use” of Internet resources by teachers, students, schools or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not “publish” those same materials across other classrooms within the building by posting on any district site.

Teachers, students and district personnel may not make use of others’ materials (graphics, text, etc.) when creating digital publications unless they have requested and received formal written permission from the author. This includes downloading material from non-district publications. Unless there is a clear statement that art, photos and text are “public domain” or “royalty-free” and available for free.

### **Digital Publication of Student Pictures, Names, and Works**

In order to share the accomplishments, awards, and happenings in our district, pictures or first names of students can be published on a district site, but not both picture and first name together.

Student works that do not include personally identifiable information or material of a personal nature may be published on a district site using the student’s first name only.

If a parent or guardian chooses to not have pictures, works and/or first names of their child appear on any district site, he or she should send a written request to the school principal.

## **Instruction**

### **District/School/Staff/Student Publications**

#### **Digital Publication of Student Pictures, Names, and Works (continued)**

If a teacher or the school believes that a student work including personally identifiable information or material of a personal nature should be published on a district site, the work may be published if a parent-signed release is obtained for the specific work.

No district employee may publish student pictures, names, or works on any non-district site without submitting to the principal explicit written permission from the child's parent. (*Reference Form*)

These regulations may be applied to other forms of publication on other forms of public media.

These regulations provide general guidelines but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the principal and/or designee.

All District publications on which student pictures, names, or works appear must include the following:

“The copyright of Student works and/or pictures accessible through this site is retained by the student. No student work or images including students may, in any form or by any means, be reproduced, reposted, redistributed, stored in a retrieval system or transmitted without prior written permission.”

Pictures, works, and first names of students in grades Pre-K to Grade 2 shall not be published on publicly accessible publications except with permission from the parent. These works, pictures and first names may be published on District publications accessible only to students, school personnel, and parents using the guidelines stated above.

Pictures, works, and first names of students in Grades 3 to 6 may be published on publicly accessible District publications using the guidelines stated above, unless parents have specifically requested otherwise.

*A sample policy to consider.*

## **Instruction**

### **Publications**

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions, including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use of advertising regarding the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy, or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of students, or is materially disruptive of the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Legal Reference: *Eisner v. Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)  
*Trachtman v. Anker*, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)  
*District v. Ruhlmeir*, 484 U.S. 260 *Hazelwood School*, 108 S Ct 562 (1988)  
*Bethel School District v. Fraser*, 478 US 675 (1986)  
*Tinker v. DesMoines Independent Community Dist.*, 393 US 503, (1969)

Policy adopted:

cps 4/07

*Sample regulation to consider.*

## **Instruction**

### **Student Publications**

#### **Purposes of Official Student Newspaper**

1. To exist as an instructional device for the teaching of writing and other journalistic skills;
2. To provide a forum for opinions of students, school staff, and members of the community; and
3. To serve the entire school by reporting school activities.

#### **Rights of Student Journalists**

1. To print factual articles dealing with topics of interest to the student writers; and
2. To print, on the editorial page, opinions on any topic, whether school related or not, which students feel are of interest to themselves or to the readers.

#### **Responsibilities of Student Journalists**

1. To submit copy that conforms to good journalistic writing style;
2. To rewrite stories, as required by the journalism advisor, to improve journalistic structure, sentence structure, grammar, spelling and punctuation;
3. To check facts and verify quotes;
4. In the case of editorials on controversial issues, to provide space for rebuttals, in the same issue if possible, but otherwise no later than the following issue; and
5. Subject to the specific limitations in these guidelines, to determine the contents of official student newspapers.

#### **Material Not Permitted in Official School Newspapers**

1. Material which is libelous or which violates the rights of privacy;
2. Profanity, hereby defined as the language which would not be used in *The Hartford Courant* or *The New York Times*;
3. Material which criticizes or demeans any race, religion, sex or ethnic group;
4. Ads for cigarettes, liquor, or any other product not conducive to good health;
5. Any material, the publication of which would cause substantial disruption of the school. Substantial disruption is hereby defined as the threat of physical violence in the school or nearby community and/or the disruption of the school's educational program; and
6. Endorsements of political candidates or ballot measures, whether such endorsements are made via editorial, articles, letter or photograph cartoon. The newspaper may, however, publish "fact sheet" types of articles on candidates and ballot measures, provided such articles do not endorse any person or position, and provided equal space is provided for all candidates for a particular office or both sides of a ballot measure.

## **Instruction**

### **Student Publications** (continued)

#### **Determination of Appropriateness**

The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication to determine if it satisfies all the conditions of these guidelines. The school Principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours after it is submitted for review. No copy may be censored except for reasons specifically listed in Board policy and these guidelines. Nothing in these guidelines is intended to allow censoring of any article merely because it is controversial or because it criticizes a particular school, a school procedure, or the school system itself.

#### **Resolution of Differences**

In the event of disagreement as to whether an article should be printed, each school shall have a Publications Board, which shall meet within 48 hours to submit its opinion. The Publications Board shall consist of the Principal or his/her designated representative; the journalism advisor; the editor-in-chief; representatives from the student government, the PTA/PTO and the advisory council; and other members as mutually agreed upon. If the Publications Board cannot solve the dispute, then an appeal shall be made to the Superintendent who shall seek advice from the Board's legal counsel in making his/her decision. The Superintendent shall act on the appeal within 48 hours.

Legal Reference:     *Eisner v. Stamford Board of Education*, 440 F.2d 803 (2nd Cir 1971)

*Trachtman v. Anker*, 563 F.2d 518 (2nd Cir 1977), cert. denied, 354 U.S. 925 (1978)

*Hazelwood School District v. Ruhlmeir*, 484 U.S. 260, 108 S Ct 562 (1988)

*Bethel School District v. Fraser*, 478 US 675 (1986)

*Tinker v. DesMoines Independent Community Dist.*, 393 US 503, (1969)

Regulation approved:

rev. 4/07

*Existing mandated policy and regulation, adopted/approved 5/20/14, appropriate as written, with CABE samples to review and compare. The requirement on filtering is also covered in Woodbridge's existing policy and regulation #6141.321. Please review to combine.*

## **Instruction**

### **Internet Acceptable Use: Filtering**

The Woodbridge School District is fortunate to have access to the Internet. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

The Board of education provides computers, computer systems, software, electronic access and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are provided exclusively for school related use. The system may be used for personal communications only to a limited extent, which does not interfere with the statues and/or other policies governing employment of the District.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all user are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software, electronic access, and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian.
3. In compliance with this policy, a system to filter out Internet sites.

Filtering should only be viewed as one of a number of techniques use to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- Educating students to be safe and responsible users of electronic communications and resources.
- Using recognized Internet gateways as a searching tool and/or homepage for students in order to facilitate access to appropriate material.
- Using "Acceptable Use Policy Agreements."
- Appropriate supervision, both in person and electronically.

## Instruction

### Internet Acceptable Use: Filtering (continued)

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized to (1) block pre-selected site, (2) block by content, (3) block entire categories like chat and newsgroups and (4) allow a pre-selected list of approved sites.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

(cf. 5148 – Electronic Information/Technology/Media)

(cf. 6141.321 – Acceptable Use of the Internet)

(cf. 6141.322 – Web Sites/Pages)

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student's records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).  
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21<sup>st</sup> Century Act  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)  
*Board of Education v. Pico*, 457 U.S. 868 (1988)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted: May 20, 2014

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing regulation approved 5/20/14, also covered in existing 6141.321, review to combine.*

## **Instruction**

### **Internet Acceptable Use: Filtering**

#### **Preface**

When minors are using the Internet, access to visual depictions that are obscene, child pornography or harmful to minors must be blocked or filtered. When adults are using the Internet, only material which is obscene or child pornography must be filtered or blocked.

#### **Definitions**

1. **Obscene** is to be determined by the following test:
  - Whether the average person, applying contemporary community standards, would find the work, taken as a whole, appeals to the prurient interest;
  - Whether the work depicts sexual conduct in a patently offensive way; and
  - Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
  
1. **Child Pornography**, as defined in 18 U.S.C. 2256 means any visual depiction, including any photograph, film, video, picture, computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
  - such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
  - such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
  - such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
  
1. Material **“Harmful to Minors”** is any picture, graphic image file or other visual depiction that:
  - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

## Instruction

### Internet Acceptable Use: Filtering (continued)

#### Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

#### Nudity/Pornography

- Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites which contain pornography or links to pornographic sites
- **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

#### Sexuality

- Sites which contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites which contain inappropriate personal ads

#### Violence

- Sites which promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images

#### Crime

- Information of performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- Illegal file archives (e.g., software piracy)

#### Drug Use

- Sites which promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

#### Tastelessness

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- **Exception:** Graphic medical images within a medical context

## **Instruction**

### **Internet Acceptable Use: Filtering**

#### **Criteria for Filtering of Objectionable Sites (continued)**

##### **Language/Profanity**

- Passages/Words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Adult humor (e.g., sexually or racially tinged)

**Note:** The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

##### **Discrimination/Intolerance**

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites which promote intolerance, hate, or discrimination

##### **Interactive Mail/Chat**

- Sites which contain or allow inappropriate e-mail correspondence
- Sites which contain or allow inappropriate chat areas

##### **Inappropriate Banner Acts**

- Advertisements containing inappropriate images

##### **Gambling**

- Sites which allow or promote online gambling

##### **Weapons**

- Sites which promote illegal weapons
- Sites which promote the use of illegal weapons

##### **Other Inappropriate Material**

- \* Body modification: tattooing, branding, cutting, etc.

##### **Judgment Calls**

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

## **Instruction**

### **Internet Acceptable Use: Filtering (continued)**

#### **Procedures for Suggesting Site be Blocked or Unblocked**

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

#### **Disabling Blocking/Filtering Devices**

The technology protection measures used to block or filter a site may/may not be disabled during use by an adult to enable access to bona fide research or other lawful purpose.

*A Mandated policy to consider. The Children's Internet Protection Act (CIPA) requires that schools and libraries receiving E-Rate discounts for Internet access, service or internal connections, must block or filter all access to visual depictions that are obscene, child pornography, harmful to minors, or that is determined by the school district or library authority as inappropriate to minors.*

## **Instruction**

### **Internet Responsible Use: Filtering**

The \_\_\_\_\_ Public Schools is fortunate to have access to the Internet at all schools. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

This wonderful resource also provides access to material unsuitable for students and which has no educational value. It is the responsibility of all District staff to ensure that the Internet, as used in District Schools, is appropriately guided and monitored. Moreover, staff also has the responsibility to conduct themselves in an appropriate private manner when using the Internet.

#### **Alternative/optional language to consider**

*The Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.*

*The computers, computer systems, software, electronic access privileges, and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.*

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

1. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
2. Use of the computers, computer systems, software electronic access privileges and networks shall be restricted to those users who have signed the District's "Responsible Use Policy." In the case of minors, the "Responsible Use Policy" must also be signed by the student's parent or guardian.
3. Implementation of a system developed to filter out Internet sites with content/material considered inappropriate or harmful and unacceptable for student viewing. Such content includes that which is considered obscene, child pornography or harmful to minors. A committee of teachers, parents, and administrators shall be used to receive appeals from users who indicate that they have a specific need for using a filtered site.

## Instruction

### Internet Responsible Use: Filtering (continued)

4. All Internet access must be filtered, whether minors (under 18) or adults are using the computer system and regardless of the number of computers with Internet access provided by the school or library.

The Internet changes rapidly making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. In addition, each individual has the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

#### Alternative/optional language to consider

*Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage Responsible usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:*

- *Educating students to be "Net-smart;"*
- *Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;*
- *Using "Responsible Use Agreements;"*
- *Using behavior management practices for which Internet access privileges can be earned or lost; and*
- *Appropriate supervision, either in person and/or electronically.*

*The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.*

*Filters will be utilized with District schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.*

*The Superintendent of Schools is directed to establish guidelines and procedures for responsible use of computers, computer systems, software, electronic access privileges, and networks provided by the Board of Education.*

*For districts participating in the federal E-Rate program:*

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response."

## Instruction

### Internet Responsible Use: Filtering (continued)

(cf. 6141.321 - Responsible Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student's records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).  
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21<sup>st</sup> Century Act  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)  
*Board of Education v. Pico*, 457 U.S. 868 (1988)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted:

cps 7/01  
rev 1/09  
rev 5/24

*A sample regulation to consider.*

## Instruction

### Internet Responsible Use: Filtering

#### Preface

When minors are using the Internet, access to visual depictions that are obscene, child pornography or harmful to minors must be blocked or filtered. When adults are using the Internet, only material which is obscene or child pornography must be filtered or blocked.

#### Definitions

2. **Obscene** is to be determined by the following test:
  - Whether the average person, applying contemporary community standards, would find the work, taken as a whole, appeals to the prurient interest;
  - Whether the work depicts sexual conduct in a patently offensive way; and
  - Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
  
2. **Child Pornography**, as defined in 18 U.S.C. 2256 means any visual depiction, including any photograph, film, video, picture, computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
  - the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
  - such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
  - such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
  - such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
  
2. Material **“Harmful to Minors”** is any picture, graphic image file or other visual depiction that:
  - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Criteria for Filtering of Objectionable Sites**

Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

#### **Nudity/Pornography**

- Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g., lingerie models)
- Sites which contain pornography or links to pornographic sites
- **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

#### **Sexuality**

- Sites which contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites which contain inappropriate personal ads

#### **Violence**

- Sites which promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images

#### **Crime**

- Information of performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- Illegal file archives (e.g., software piracy)

#### **Drug Use**

- Sites which promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

#### **Tastelessness**

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- **Exception:** Graphic medical images within a medical context

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Criteria for Filtering of Objectionable Sites (continued)**

##### **Language/Profanity**

- Passages/Words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Adult humor (e.g., sexually or racially tinged)

NOTE: The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

##### **Discrimination/Intolerance**

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites which promote intolerance, hate, or discrimination

##### **Interactive Mail/Chat**

- Sites which contain or allow inappropriate e-mail correspondence
- Sites which contain or allow inappropriate chat areas

##### **Inappropriate Banner Acts**

- Advertisements containing inappropriate images

##### **Gambling**

- Sites which allow or promote online gambling

##### **Weapons**

- Sites which promote illegal weapons
- Sites which promote the use of illegal weapons

##### **Other Inappropriate Material**

- \* Body modification: tattooing, branding, cutting, etc.

##### **Judgment Calls**

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Procedures For Suggesting Site Be Blocked or Unblocked**

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

#### **Disabling Blocking/Filtering Devices**

The technology protection measures used to block or filter a site may/may not be disabled during use by an adult to enable access to bona fide research or other lawful purpose. (*NOTE: CIPA does not require schools or libraries to afford adults unfiltered Internet access.*)

There are no exceptions to the requirement that Internet access be blocked/filtered at all times for minors. If material has been wrongly blocked, it must be unblocked by the company providing the software, after a request has been made by the school or library.

Regulation approved:

cps 7/01

cps 5/24

*Another sample policy to consider.*

*This version accomplishes the requirements of CIPA by requiring the required elements of the legislation be addressed in the administrative regulations for the policy rather than in policy language. This approach is consistent with the principle that detailed requirements are more appropriately handled in administrative regulations authorized by board policy.*

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication. The Superintendent or his/her designee shall develop an administrative regulation containing an implementation plan for this policy. The implementation plan shall include, but not be limited to, integration of the Internet in the curriculum, staff training, software filters and safety issues.

The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. In addition, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the District's electronic networks shall:

1. be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities and developmental levels of the students, and
2. comply with the selection criteria for instructional materials and library-media center materials.

Staff members may, consistent with the Superintendent's regulations and implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

*NOTE: School authorities may reasonably regulate student expression in school-sponsored publications for educationally related reasons. This policy allows such control by stating that the school-sponsored network is not a "public forum" open for general student use, but is a part of the curriculum.*

#### **Responsible Use**

All use of the District's electronic network must be:

1. in support of education and/or research and be in furtherance of the Board of Education's goals,  
or
2. for a legitimate school business purpose.

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Responsible Use (continued)**

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic network or computers. General rules for behavior and communications apply when using electronic networks as contained in Board policy #6141.321, "Responsible Use of the Internet." Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### **Internet Safety**

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or his/her designee.

*NOTE: The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be deleted if the Board does not want the filtering device to be disabled.*

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

#### **Authorization for Electronic Network Access**

Each student and his/her parent or guardian must sign the District's authorization form prior to being granted unsupervised use of the network. Staff members must also sign the form as a condition of use.

## Instruction

### Internet Responsible Use: Filtering

#### Authorization for Electronic Network Access (continued)

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is placed onto the network.

The failure of any student or staff member to follow the terms of the authorization form, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

(cf. 6141.321 - Responsible Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)

*Board of Education v. Pico*, 457 U.S. 868 (1988)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted:

cps 7/01

rev 5/24

*A shortened version to consider.*

## **Instruction**

### **Internet Responsible Use: Filtering**

The Board of Education has:

- a responsibility to enable students to utilize the Internet and participate in the increasingly information-based society of today;
- a responsibility to enable students to cope with the wide-range and volume of material available through the Internet; and
- a duty of care to protect their students from excessively inappropriate material on the Internet for the students' age group.

Therefore, the Board directs the Superintendent to implement a system designed to filter out Internet sites containing visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use, at all times, of such filtering devices. This filtering system shall be in addition to all other efforts utilized to help ensure student access to approved educational materials.

(cf. 6141.321 - Responsible Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

## **Instruction**

### **Internet Responsible Use: Filtering**

Legal Reference: (continued)

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C.1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Public Law 106-554 Fiscal 2001 Appropriations Law containing the “Children’s Internet Protection Act”

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)

*Board of Education v. Pico*, 457 U.S. 868 (1988)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted:

cps 7/01  
rev 5/24

*An administrative regulation to consider  
if this is not presently in the District's administrative regulation,  
#6141.321, pertaining to "Responsible Use of the Internet."*

## **Instruction**

### **Internet Responsible Use: Filtering**

### **Responsible Use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, communication and appropriate behavior. These procedures do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided.

### **Terms and Conditions**

1. **Responsible Use** – Students and staff are responsible for maintaining appropriate ethical and behavioral standards when using technology.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will make all decisions regarding whether or not a user has violated ethical or behavioral standards and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;

## Instruction

### Internet Responsible Use: Filtering

#### Responsible Use of Electronic Networks (continued)

#### Terms and Conditions (continued)

- k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying a defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. **Etiquette** - The user is expected to abide by the generally accepted rules of behavioral etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language.
  - c. Do be responsible of privacy and the security of others.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

## Instruction

### Internet Responsible Use: Filtering

#### Responsible Use of Electronic Networks (continued)

#### Terms and Conditions (continued)

7. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Charges** - The District assumes no responsibility for any unauthorized charges or fees.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
  - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. **Use of Electronic Mail**
  - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Responsible Use of Electronic Networks (continued)**

#### **Terms and Conditions (continued)**

- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

### **Internet Safety**

- 1. Internet access is limited to only those "responsible uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.
- 2. Staff members shall monitor student use while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet Access contained in these procedures.
- 3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
- 4. The system administrator and Building Principals shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554.  
20 U.S.C § 6801 et seq.  
47 U.S.C. § 254(h) and (1).  
720ILCS 135/0.01.

Regulation approved:

cps 7/01  
rev 5/24

## Instruction

### Internet Responsible Use: Filtering

### Responsible Use of Electronic Networks

#### Authorization for Electronic Network Access

*Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. **Responsible Use** – Students and staff are responsible for maintaining appropriate ethical and behavioral standards when using technology.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;

## Instruction

### Internet Responsible Use: Filtering

### Responsible Use of Electronic Networks

#### Terms and Conditions (continued)

- k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying a defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. **Etiquette** - The user is expected to abide by the generally accepted rules of behavioral etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language.
  - c. Do be responsible of privacy and the security of others.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the System Administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

## Instruction

### Internet Responsible Use: Filtering

### Responsible Use of Electronic Networks

#### Terms and Conditions (continued)

8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Charges** - The District assumes no responsibility for any unauthorized charges or fees.
10. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. **Use of Electronic Mail**
  - a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

## **Instruction**

### **Internet Responsible Use: Filtering**

### **Responsible Use of Electronic Networks**

#### **Terms and Conditions** (continued)

#### **11. Use of Electronic Mail** (continued)

- a. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- b. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- c. Use of the School District's electronic mail system constitutes consent to these regulations.

#### **Internet Safety**

1. Internet access is limited to only those "responsible uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.
2. Staff members shall monitor student use while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

Students, parent(s)/guardian(s), and staff members need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

*(Required if the user is a student:)*

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

DATE: \_\_\_\_\_

PARENT/GUARDIAN NAME (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*A form letter which addresses the issue of filtering.*

\_\_\_\_\_ **Public Schools**  
\_\_\_\_\_, **Connecticut**

Dear Parent/Guardian:

The \_\_\_\_\_ Public Schools is fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore it.

This wonderful resource brings with it added responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. At the same time there are many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while in a \_\_\_\_\_ Public School, the Internet is being used only for educational purposes. Student use of the Internet is being used only for educational purposes. Student use of the Internet will be under the supervision of \_\_\_\_\_ Public School staff.

The attached "Responsible Use Policy" should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet in their classroom. The "Responsible Use Policy" strives to ensure the safety of all users. A filtering system designed to prevent access to certain unacceptable sites is being installed to help eliminate this problem. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials.

It is important that you and your children understand that any violation of the "Responsible Use Policy" will result in the loss of Internet privileges or other disciplinary action. We ask that you work with your children in reinforcing the behaviors associated with the "Responsible Use Policy."

Thank you for your support of this important new opportunity for \_\_\_\_\_ Public School students.

Sincerely,

\_\_\_\_\_  
Principal

*A sample regulation to consider.*

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Criteria for Filtering of Objectionable Sites**

Anything that falls under at least one of the categories below shall be blocked. This list may be updated/modified as required.

#### **Nudity/Pornography**

- Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- Provocative semi-nudity (e.g. lingerie models)
- Sites which contain pornography or links to pornographic sites
- **Exceptions:** Classical nudity (e.g., Michelangelo)

#### **Sexuality**

- Sites which contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites which contain inappropriate personal ads

#### **Violence**

- Sites which promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime-scene images

#### **Crime**

- Information of performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- Illegal file archives (e.g., software piracy)

#### **Drug Use**

- Sites which promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

#### **Tastelessness**

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- **Exception:** Graphic medical images within a medical context

#### **Language/Profanity**

- Passages/Words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Adult humor (e.g., sexually or racially tinged)

NOTE: The focus is on American English, but profanity in other languages or dialects is blocked if brought to our attention.

## **Instruction**

### **Internet Responsible Use: Filtering**

#### **Criteria for Filtering of Objectionable Sites (continued)**

##### **Discrimination/Intolerance**

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites which promote intolerance, hate, or discrimination

##### **Interactive Mail/Chat**

- Sites which contain or allow inappropriate e-mail correspondence
- Sites which contain or allow inappropriate chat areas

##### **Inappropriate Banner Acts**

- Advertisements containing inappropriate images

##### **Gambling**

- Sites which allow or promote online gambling

##### **Weapons**

- Sites which promote illegal weapons
- Sites which promote the use of illegal weapons

##### **Other Inappropriate Material**

- Body modification: tattooing, branding, cutting, etc.

##### **Judgment Calls**

- Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

##### **Procedures for suggesting site be blocked or unblocked**

If District staff members observe a site which they believe to contain inappropriate material according to the criteria provided here, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. After consulting with the Administrative staff, if the site meets the criteria for filtering, steps will be taken to block the site.

Regulation approved:

cps 4/01

rev 5/24

*A shortened version to consider.*

## **Instruction**

### **Internet Responsible Use: Filtering**

The Board of Education has

- a responsibility to enable students to utilize the Internet and participate in the increasingly information-based society of today;
- a responsibility to enable students to cope with the wide-range and volume of material available through the Internet; and
- a duty of care to protect their students from excessively inappropriate material on the Internet for the students' age group.

Therefore, the Board directs the Superintendent to implement a system designed to filter out Internet sites with content considered unacceptable and inappropriate for student viewing. This filtering system shall be in addition to all other efforts utilized to help ensure student access to approved educational materials.

(cf. 6141.321 - Technology and Instruction)

(cf. 6141.322 - WebSites/Pages)

(cf. 6141.321 - Responsible Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C.1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

## **Instruction**

### **Internet Responsible Use: Filtering**

Legal Reference (continued)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

HR 4577, Fiscal 2001 Appropriations Law )contains Children’s Internet Protection Act)

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)

*Board of Education v. Pico*, 457 U.S. 868 (1988)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Regulation approved:

cps 4/01  
rev 5/24

*Existing policy and regulation, adopted 5/20/14. An updated CABA version follows for review and comparison.*

## **Instruction**

### **Social Media**

The Woodbridge School District recognizes that students, teachers, parents, and members of the Woodbridge Community engage in the use of social media for personal, educational, and professional uses.

The Woodbridge School District also recognizes that even though some under-age children may use social media sites intended only for those aged thirteen and above, it is not the intent of the District to encourage inappropriate use of social media sites. The District recognizes its responsibility to educate children in the appropriate use of social media and will use social media sites designed for use by children under that age of thirteen and that comply with the Children's Online Privacy Protection Act to do so.

The purpose of this policy is to provide direction on the acceptable use of social media by employees of the Woodbridge School District. The intent of the policy is to guide staff in the appropriate use of online community sites with students and to maintain professional standards in their own use of social media.

This policy addresses the use of social media sites in student learning activities and in teacher and student relationships. The policy also differentiates between online community sites and personal social networking sites.

- **Online community sites** are used primarily for collaboration and shared knowledge building.
- **Personal social networking** sites are centered on an individual rather than a group. Such sites are used primarily for sharing personal information such as photos and updates.

### **Guiding Principles**

1. Online behavior should at all times demonstrate respect for the dignity of each person.
2. The Children's Online Privacy Protection Act, the Children's Internet Protection Act and policies of the Woodbridge School District must always be observed.
3. Staff and student online interaction shall occur only in an educational context using school-approved sites.
4. Staff and students shall behave in an ethical manner when interacting and using online community sites and resources.
5. Staff personal social networking online shall be congruent with the Connecticut Code of Professional Responsibility for Educators (2011).
6. Professional development programs are provided in school for staff on the appropriate use of social media.
7. Educational programs are provided for students to ensure the appropriate use of social network and community learning sites on the Internet.

## **Instruction**

### **Social Media (continued)**

#### **Staff Use of Online Community Sites For Learning**

- Staff are encouraged to use online learning communities with their students in order to achieve educational outcomes.
- When using online community sites with students' consideration shall always be given to the age and developmental level of the students.
- Staff shall ensure that they prepare students to act in accordance with the guiding principles before using online community sites for learning.
- The use of online community sites shall be authorized by the Principal or his / her delegate.
- Parental or guardian permission shall be obtained for students to register with online learning communities.
- Students shall not be asked to falsify their age or identity to register on any site for educational purposes.
- Staff shall respect students' rights to privacy in academic work, records and results when posting online.
- The learning activity shall not be linked back to a student's own personal social network pages.
- Staff shall not use social networking sites as learning tools for students.

#### **Procedures for Using Online Learning Communities with Students**

- Discuss any use of online community sites with the Principal or his / her delegate outlining the activity and its educational goals.
- If not included in the Student Responsible Use Agreement, obtain parental permission before students are asked to register with online community websites.
- Keep a record of the student's login names. (Students should not publish their real names on a public site.)
- Clearly communicate to students their responsibility for appropriate interaction with others and suitable content posting online.
- Obtain permission from the Principal before school or staff photographs or other identifying photographs are posted online.
- Ensure another teacher or member of the school leadership team has full administrator access to the site.
- Monitor the site frequently and actively review the content.

## **Instruction**

### **Social Media (continued)**

#### **Staff Are Required To Educate Students Using Social Media Of Any Kind To:**

- Respect themselves and others when publishing or communicating online.
- Keep communication channels transparent and supervised by adults.
- Keep personal information private.
- Not share usernames and passwords with anyone.
- Report any attacks or inappropriate content directed at them.

## **Policy**

### **Staff Personal Social Network Pages**

- Social networking sites must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as ‘friends’ on their own social network sites or interact with students on social networking sites.
- Staff are advised to use professional discretion before accepting ex-students or parents of current students as friends. Understand that the uneven power dynamics of schools, in which adults have had authority over former students, continues to shape those relationships.
- Staff must not discuss students or co-workers or publicly criticize District policies or personnel on social networking sites.
- Staff must not post images that include students on social networking sites.
- Appropriate professional standards required of staff employed in Woodbridge School District must be observed. These standards include but are not limited to documents outlined in the supporting document section of this policy.

"The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response."

### **Social Media Policy – Administrative Regulations**

#### **Basis of Discretion - Maintaining Professional Standards**

Faculty and Staff shall use discretion when using social networking sites both personally and professionally. Certified personnel should apply the Connecticut Code of Professional Responsibility for Educators to all social media.

## **Instruction**

### **Social Media (continued)**

#### **Social Media Policy – Administrative Regulations**

##### **Basis of Discretion - Maintaining Professional Standards (continued)**

- Be transparent. When using social media educationally, identify yourself with your real name.
- If you use a personal social networking site, you should ensure there is a clear distinction between your educational sites and your personal sites.
- Be judicious. Make sure that you are not sharing confidential information concerning Woodbridge School District, its staff, students or parents.
- Perception can become reality. By identifying yourself as a Woodbridge School District staff member, you are creating perceptions about your expertise and about the district. Be sure that all content associated with you is consistent with your work and with the district's professional standards.
- Weigh whether a particular posting could put your effectiveness as a teacher at risk. Post only what you want the world to see.
- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous.
- Exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Exercise appropriate discretion when using social media for personal communications with the knowledge that students may use adult behavior displayed on social networking sites as a model.
- Your responsibility. What you write is ultimately your responsibility. Participation in social media on behalf of the Woodbridge School District is not a right but an opportunity. Ultimately, what you publish is yours and so is the responsibility.
- Discuss with personal friends the need for discretion when they post images or information about you on their own social network pages. Explain to them that once material is posted and identifiable, it is impossible to control its rapid sharing into school communities.
- Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.
- Maintain control of security, privacy and access to your personal pages and information.
- Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to 'only friends'. Do not use 'Friends of Friends' and 'Networks and Friends' as these open your content to a large group of unknown people. Your privacy and that of your family may be a risk.
- Be cautious when installing external applications that work with the social networking site.

## Instruction

### Social Media (continued)

(cf. 6141.321-Computer Acceptable Use Policy)

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student s records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of document  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.)  
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)  
Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])  
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.  
"Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act"  
*Reno v. ACLU*, 521 U.S. 844 (1997)  
*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)  
*Board of Education v. Pico*, 457 U.S. 868 (1988)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted: May 20, 2014

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

## **Explanatory Notes/Glossary**

### **Web 2.0**

Web 2.0 is defined as the ‘read-write’ web; it provides all the services and applications to allow individuals to co-create content, collaborate and share it with others. It supports user-generated content rather than specialized authors or publishers. It uses a variety of affordable technologies like blogs, podcasts and wikis, and encourages the social aspect of the Web, through the use of social. These tools are privately used by staff and students and increasingly are providing a learning platform for knowledge building.

### **Social Network Sites**

Web-based external, commercial, non-educational media sites for creation of connections and maintaining relationships and communities. There are many types including those intended for personal networking and those intended for group collaboration.

### **Personal Social Network Sites**

Internet services intended for use primarily for private social networking.

### **Professional Online Community Network Sites**

Sites intended for group collaboration and shared knowledge building.

### **Friends and ‘Friending’**

Friends are those invited to access personal information on social network sites. Friends have access to photographs, text postings, and comments on a person’s page. There is no limit to the number of friends a person can have and many teenagers may acquire hundreds. The process of friending requires an invitation to be sent to an individual or a request to become a friend to be accepted by the owner of the page.

### **Privacy Settings**

The creator of a page can set permissions to control who can view content on the page. The setting ‘everyone’ is usually the default on social network pages; but the page owner can also restrict all or parts of the content to be viewed only by ‘friends of friends’, ‘friends only’, or customize the access to the page.

### **Registering**

When creating a personal page or registering to join an online community, users must first register with the site. This requires the user to provide their name and email address. The amount of information required varies. Many sites invite users to add a personal profile containing a photo and further personal information.

### **Supporting Documents:**

- Student Responsible Use Agreement Form
- Employee Responsible Use Policy
- Children’s Online Privacy Protection Act
- Children’s Internet Protection Act

*An optional policy to consider.*

## **Instruction**

### **Internet/Computer Networks Use**

#### **Online Social Networking**

The Internet and electronic communications have vast potential to support curriculum and student learning. The Board of Education (Board) believes they should be used in school as a learning resource both in developing student skills and providing on-going professional staff development activities. The Board realizes that existing and emerging smart technologies will continue to present new challenges to the educational community.

The purpose of this policy is to set forth policies and guidelines for access to the District's technology system and responsible and safe use of Internet social networking tools/sites.

Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the District's computer system and the Internet enables students and staff to explore global resources while exchanging messages with people around the world. The District's computer system has a limited educational purpose, which includes its use for classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the District's mission, portrait of a graduate and school policies. The District's computer network is considered a limited forum enabling the restriction of speech for valid educational reasons. For safety purposes, the District updates employs both Internet filters and firewalls.

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites and apps such as, but not limited to, Facebook, Instagram, You Tube, Tik Tok and Snapchat.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **Instruction**

### **Internet/Computer Networks Use**

#### **Online Social Networking (continued)**

Among the uses that are considered irresponsible and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. This includes the transmittal of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by District policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
2. Uses that cause harm or threaten to cause harm to others or damage to their property. This includes defamation (harming another's reputation by lies); employment of another's password or some other user identifier that misleads message recipients into believing that someone else is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example disclosure or sharing personal passwords with others; impersonation of another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Private information shall not be shared.

(cf. 6141.321 – Computer Acceptable Use Policy)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

## **Instruction**

### **Internet/Computer Networks Use**

#### **Online Social Networking**

Legal Reference: Connecticut General Statutes (continued)

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)

*Board of Education v. Pico*, 457 U.S. 868 (1988)

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted:

cps 4/10

rev 9/23

*An optional regulation to consider.*

## **Instruction**

### **Internet/Computer Networks Use**

#### **Online Social Networking**

The use of permitted social networking sites by students on District computers shall be in conformity with the following guidelines.

1. The search for illegal, crude, crass and inappropriate things is not acceptable and should be avoided.
2. The computers and accessing social networking sites should be used for research and school projects or to connect with other students in a positive manner.
3. The social networking site shall not be used to harass other students.
4. It is necessary to be mindful of copyright infringement, plagiarism, illegal downloading, and AI generated content.
5. Utilize teachers and administrators to determine if the site to be used is appropriate.
6. Leave an inappropriate site immediately when accessing such a site in error.
7. Assignments involving the use of social networking tools on the Internet are like any other school assignment subject to the policies and procedures in the student handbook.
8. Online social networking and the increasing use of Internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures or videos. Harassment in any form, including electronically posted comments, is unacceptable.

Regulation approved:

cps 4/10  
rev 9/23

*Existing policy, presently numbered 5144.4 adopted 4/29/19, appropriate as renumbered.*

## **Students**

### **Discipline**

#### **Physical Exercise and Discipline of Students**

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

##### **1. Loss of Recess as Disciplinary Consequence**

Except as provided below, school employees may NOT prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.

This restriction shall not apply to students who are receiving in-school suspension.

##### **2. Physical Activity as Punishment**

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

##### **3. Wellness Instruction**

School employees shall not prevent students from participating in physical exercise during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

## **Students**

### **Discipline**

#### **Physical Exercise and Discipline of Students (continued)**

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

Any employee who fails to comply with this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to having his/her contract for services suspended by the District.

(cf. 6142.10 — Health Education Program)

(cf. 6142.101 — Wellness)

(cf. 6142.61 — Physical Activity)

(cf. 6142.6 — Physical Education)

Legal Reference:       Connecticut General Statutes  
                              10-221o Lunch periods. Recess (as amended by P.A. 12-116, An Act Concerning Educational Reform, and P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools)  
                              10-221u Boards to adopt policies addressing the use of physical activity as discipline. (as amended by PA 18-15)

Policy adopted:

**WOODBRTDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut